

Director of Logistics

26 December 1962

Chief, Planning Staff, OL

Planning for Move to Building 213

1. On 20 December 1962, two meetings were held by [redacted] Logistics Officer, NPEC, to review and finalize the details for the "operational" phase of the move of NPEC from the Stewart Building to Building 213. The first meeting was held in the morning with [redacted] from the Logistics Planning Staff. The second meeting was held in the afternoon with Mr. Cunningham, [redacted] in attendance.

2. The first meeting was used to review various aspects of the planned "operational" phase of the move in an effort to identify any problems not covered by plans. [redacted] had prepared a detailed schedule, in draft, showing the requirements, and the times, dates and sections to be moved, etc., for the period 1 through 4 January 1963. This phase of the move is scheduled to begin with the movement of the classified material (this includes 6500 boxes of classified documents and 160 safes and filing cabinets) at 0800 on 1 January 1963. It is expected that these items can be moved in 16 hours. On 2 January, the technical equipment will be moved. On the 3rd and 4th of January, the remainder of the technical equipment, furniture, etc., will be moved. It is planned that the "operational" phase of the move will be completed by midnight on the 4th of January.

3. Cartons, manifests, labels, tape and other items needed for preparation of the move are on hand. Packing of cartons has already been initiated and will be completed by 31 December.

4. In the second meeting, [redacted] obtained a commitment from [redacted] to supply the required number of labor crews, transportation and other material for the "operational" phase of the move beginning 1 January. The detailed schedule was reviewed by [redacted] and he felt that he could meet the requirements that were his responsibility. [redacted] also obtained a commitment from [redacted] to supply the required labor crews, transportation, and the necessary materials during the period of 26 December through 30 December for the purpose of moving unclassified material during that portion of the "Preliminary" phase of the move. In addition, the following information was supplied by [redacted]

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SUBJECT: Planning for Move to Building 213

a. The erection of the external elevator will begin on 29 December and be completed ready for operation by 0800 on 1 January 1968.

b. Five covered trucks to move the classified material will be available beginning 0800, 1 January, and as a back-up, two more covered trucks will be available.

c. The elevator cage will be covered as required by security. Additional security requirements to obscure technical equipment from view will be met by covering the areas between the elevator and trucks and between the trucks and entrances to Building 213.

d. The necessary dollies, banding tape and other material to move the classified material will be placed in the Stewart Building prior to 1 January so that they can be loaded and ready to roll on the morning of the 1st of January.

5. In order to insure that the necessary maintenance personnel would be available to take care of any mechanical or other problems in relation to the elevators, equipment, etc., arrangements have been made to provide round-the-clock elevator mechanics, electricians, and carpenters. Arrangements have also been made for the necessary technicians to disassemble and reassemble certain specified technical equipment at the times scheduled.

6. HPIC will have an operational capability in Building 213 adequate for meeting essential requirements by close of business 1 January, and will be fully operational by 5 January. The plans developed by [redacted] in conjunction with [redacted] and various elements of OL, appear to be comprehensive, practical and feasible. It is expected that many minor problems, mostly in the form of questions, will arise prior to completion. However, the plans have enough flexibility to allow adjustments of a minor nature without disruption of the move.

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OL/PS/PAC, [redacted] (26 Dec 62)

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